

**RELEASES**  
**Juvenile Hall (JH)/Youth Guidance Center (YGC)/Youth Leadership Academy (YLA)**

- AUTHORITY:** Administrative Directive  
 Sections 830.5 and 12401 through 12402 of the California Penal Code,  
 California Code of Regulations, Title 15, Section 1351
- RESCINDS:** Procedure Manual Item **3-5-002**, dated **08/18/23**
- FORMS:**
- |   |                         |
|---|-------------------------|
| Release Authorization Form                                      | (F057-6226.1)           |
| <b>YGC/YLA Release Check-off Sheet</b>                          | <b>(N/A)</b>            |
| Court Disposition Sheet   | (F057-4158.20)          |
| Temporary Release   | (F057-6210.1)           |
| Medical Unit Order/Treatment sheet<br>(Health Care Agency Form) | <b>(F042-20-2309)</b>   |
| Personal Property Sheet Form B                                  | (F057-6004.4)           |
| Special Incident Report (SIR)                                   | <b>(Automated ICMS)</b> |
| Application for Petition  | (F057-4024.17)          |
- PURPOSE:** To establish guidelines for permanent and temporary releases from Juvenile Hall, Youth Guidance Center and Youth Leadership Academy.

I. GENERAL INFORMATION

- A. The facility administrator shall develop and implement written policies and procedures for release of youth from custody which provide for:
1. Verification of identity/release papers.
  2. Return of personal clothing and valuables
  3. Notification to the youth's parents or guardian.
  4. Notification to the facility health care provider in accordance with Sections 1408 and 1437 of these regulations, for coordination with outside agencies.
  5. Notification of school staff.
  6. Notification of facility mental health personnel.

II. PROCEDURE: Juvenile Hall

- A. Permanent Releases
1. **The Court Disposition Sheet and subsequent Minute Order will determine a youth's release. A Release Authorization Form is required and must be signed/approved by a Deputy Probation Officer (DPO), Supervising Probation Correctional Officer (SPCO) or Facility Administrator.** Placement youth's Release Authorization Form is to be signed by a Placement DPO or Supervising Probation Officer (SPO) only.
  2. Releases are processed between the hours of 8 a.m. – 8 p.m. and not during mealtime hours:

- a. 6:00 a.m. – 8:00 a.m.
- b. 11:30 a.m. – 12:45 p.m. (11:30 a.m. – 1:00 p.m. IRC)
- c. 4:25 p.m.- 5:45 p.m. (4:30 p.m. – 5:30 p.m. IRC)

Exceptions can be made for emergencies and other special circumstances with SPCO and/or Administrator approval.

- 3. Prepare for the release in advance whenever possible.
- 4. Do not release any youth from Juvenile Hall on their own recognizance without a specific court order, or without DPO approval when the youth has reached 18 years of age on or before the late date.
- 5. If the youth's parent/guardian does not appear at the designated time and date, or have not made other arrangements for release,
  - a. The unit staff will:
    - (1) Check with the booking clerk to verify the release date.
    - (2) Contact the parent/guardian, if possible.
    - (3) Initiate a Special Incident Report (SIR).
    - (4) Notify the unit Supervisor/Duty Officer.
  - b. The Supervisor/Duty Officer will:
    - (1) Make contact with the youth's assigned DPO (or their supervisor), if possible.
    - (2) Contact the watch commander of the police department or sheriff's department in the city of the youth's last known address. Request a patrol unit attempt to contact the youth's parents at the address and advise them of the youth's release.
    - (3) If contact with the parent or guardian has not been established by 10:00 PM on the court ordered day of release, initiate an Application for Petition per WIC 778 and forward it to Custody Intake along with the Probable Cause (PC) Declaration for filing. Complete the PC Declaration as soon as possible to ensure the paperwork is submitted to the court on the following day.
  - c. If the booking clerk discovers a failure to release, they will notify the unit Supervisor/Duty Officer immediately.
- 6. If the youth has a Placement order and does not have an order releasing them home, to a specific facility, or have not made other arrangements for release,

- a. The unit staff will:
    - (1) Verify the release date with the booking clerk.
    - (2) Notify the unit supervisor/Duty Officer.
  - b. The supervisor/Duty Officer will:
    - (1) Contact the assigned DPO to verify if a placement has been found or other arrangements have been made for release.
    - (2) If there is no **Placement Unit Supervisor/Duty Officer available** to staff case, **notify the** Division Director (DD) or **an** Assistant Division Director (ADD) of facility.
  - c. If youth is housed at JH, youth to remain there serving dead time until placement is found.
  - d. If youth is housed at YLA or YGC, YLA/YGC Admin will discuss the case with the assigned DPO, SPO, **JH Admin**, and Juvenile Supervision Administration to determine if youth should remain at camp to serve dead time or return to JH.
  - e. Should the Court order a placement youth to remain at a camp serving dead time, YLA/YGC Admin, will discuss the case with the assigned DPO, SPO, and Juvenile Supervision Administration to determine if the order can be accommodated. If the facility cannot accommodate the order, the Court is to be notified via modification petition or other formal hearing to advise them as to why the order needs to be modified.
  - f. Determination will be made on a case by case basis and consideration will include but not be limited to:
    - (1) Progress and behavior at camp.
    - (2) Timeline of possible placement.
    - (3) Flight risk.
    - (4) Booking charges and previous charges.
    - (5) Age and sophistication.
    - (6) If youth is occupying bed space that could be given to a possible transfer.
7. The Release Authorization **Form** lists the necessary steps **to follow to complete a release**.
- a. The youth will clean their room and staff will inspect it for cleanliness and damage.

- b. If the youth has damaged their room, the unit staff will notify the unit Supervisor/Duty Officer of the damage and complete a Special Incident Report (**SIR**).
  - c. The unit supervisor/Duty Officer determines if new charges will be filed for the damages.
  - d. **Unit staff are to advise school administration and the Clinical Evaluation Guidance Unit (CEGU), via phone, of the youth's release and make an entry into the Integrated Case Management System (ICMS) that notifications were made.**
  - e. **Unit staff are to provide youth with their Transition/Exit Plan if housed for 30 days or more and post-disposition.**
  - f. The unit **or release** staff will **escort** the youth with their unit personal property and the Medical Treatment Sheet to Control. **Once at Control, the youth will be escorted to the Intake Release Center (IRC). Unit Y/Z youth will be escorted to the IRC with their unit personal property and Medical Unit Treatment Sheet.**
  - g. **Release staff will initial the appropriate areas on the release form** after verifying **the above** release requirements have been met.
8. Once at the Intake Release Center (IRC).
- a. The IRC staff will ensure the youth's property is returned in accordance with PMI 3-9-006, Personal Property, and all Juvenile Hall property is accounted for. **Staff will return youth's property from IRC and dress youth out for their release. If the youth's property sheet has a pink slip (Record of Valuables form) attached to it, youth has valuable items. Notify the booking clerk of youth's valuable items.**
  - b. The booking clerk will issue the release summary form and youth's valuable items to staff. **Once youth has received all property, IRC staff will initial the appropriate area on the release form verifying the youth's personal clothing and property were returned.**
9. **Release staff will then escort** the youth with their forms and personal property to the waiting room and call for the person accepting custody of the youth. **Release** staff will verify the person's ID accepting custody of youth. Ensure signatures from the person accepting custody of the youth are on the release summary and property sheet forms. Ensure youth signs the property sheet to confirm they have received their property.
10. **Release staff will then escort** the youth and the person accepting custody to the Medical Unit. The nurse on duty will accept the Medical treatment sheet, complete a Final Medical Check out and initial the Release Authorization form next to Medical checkout.

**11. Release staff will print and sign their name on the release form under Released by section.**

III. PROCEDURE: Youth Guidance Center (YGC)

A. Youth Guidance Center (YGC) Clerical Staff/Duty Officer

1. Each a.m., the Duty Officer will check with the front office and the ICMS YGC Population Roster to ascertain the names of youth to be released that date. This date must be verified against the Court Disposition Sheet in the youth's **facility** file. If a minute order is available, the minute order overrides any discrepancies between the Court Disposition Sheet and Minute Order. The date the youth is sentenced is counted as the first day of commitment unless it is stated that they are to receive credit for the time served. The day of release is counted as the last day of commitment regardless of the hour of either admittance or release. The YGC clerical staff will check with unit staff and request staff to verify pickup time with parents if it has not been done the day before. Times of release should be arranged between 9:00 a.m. and 5:00 p.m. No youth is to be released prior to 9:00 a.m. on the day of their release. Exceptions are made on a case by case basis.
2. If, previous to the youth's release date, the parents or guardians indicate that they will not assume custody of the youth on their designated release date, the following steps should be taken:
  - a. Unit staff will write a Special Incident Report (SIR) documenting conversation with parent or guardian indicating they would not be assuming custody.
  - b. Youth's assigned Deputy Probation Officer (DPO) must be notified and the following alternatives considered:
    - (1) Alternate placement considerations.
    - (2) Youth remaining at **YGC**, while awaiting placement (which may require a modification petition to be initiated by DPO).
  - c. Notify Administration of any decisions or recommendations resulting from communication with DPO.
  - d. After alternatives are explored and it is decided that youth will return to Orange County Juvenile Hall the day of release, the unit Supervising **Probation** Correctional Officer (SPCO) (as time allows) or the Duty Officer will initiate the necessary paperwork and make arrangements for the youth to return to Juvenile Hall on the day of their scheduled release.
3. If, on the day of the scheduled release, the parents indicate that they will not, or have no means to, pick up their child, the Duty Officer must be notified. The Duty Officer will contact the youth's DPO, if possible, and notify them of the problem.

4. If the parents do not arrive by 5:00 p.m. on the date of final court release, the P.M. Duty Officer must arrange for staff to transport the youth and lodge them in Juvenile Hall, alleging 778 WIC. The youth will be sent with their personal property, **facility** file, all medical records, treatment sheet, and any medications. If the parents arrive or are contacted prior to midnight, they are to be instructed to contact Orange County Juvenile Hall and arrange for release of their child. This information will be recorded in the Duty Officer's Shift Summary, and unit staff will write an SIR reflecting the attempts or contacts with parents. If the parents have made arrangements with staff, the youth may be picked up at YGC after 5pm. However, arrangements must be made ahead of time.

B. Deputy **Probation** Correctional Officer (**DPCO**)

1. **Obtain a YGC Release Check-off Sheet and complete the top section.** Verify time and date of release with parents the day prior to release. If possible, releases are to be scheduled between 9:00 a.m. and 5:00 p.m. No releases prior to 9:00 a.m. Exceptions are made on a case by case basis.
2. Supervise the youth in removing all bedding for laundry process; youth is to disinfect mattress and pillow. Check all County issued items, room, and unit area for damage and submit an SIR if any County property has been damaged.
3. Personal property will be kept at JH and will be requested by front office clerical staff, prior to release date. Releasing staff will verify that all items are accounted for against the Juvenile Hall Personal Property Inventory form/YGC Personal Property Inventory form.
4. Upon notification that parents have arrived, search the youth and have them change into their personal clothing. Parents should bring the youth clothing to change into. Check County clothing for damage and write an SIR if **damage is found**.
5. The releasing officer will sign the designated area on the bottom of the Personal Property Inventory Form signaling that youth has received all property prior to the release from YGC. Youth's parent/guardian and **youth** sign in designated area to indicate youth is leaving YGC with all personal property.

Upon release, only youth and staff signatures are required for the youth to withdraw property. The white copy of the personal property sheet, after all necessary signatures are completed, remains in the youth's facility file. The pink copy, after all necessary signatures are completed, remains with the youth upon release. If there is any property which was being held in the safe while youth resided at YGC, they must stop at the front office during normal business hours so that property can be obtained by the youth.

Releasing staff will **initial the appropriate areas on the release check-off sheet confirming** that the youth's room has been cleaned and inspected and that personal clothing and property has been delivered.

6. Releasing staff will escort the youth to the YGC nurse. The nurse will medically clear the release, give any medications that are needed, and inform the parent/guardian of any upcoming medical appointments or further instructions. **The nurse will then initial the appropriate area on the release check-off sheet.** If a youth is being released on the weekend, arrangements will be made prior to the weekend to have the youth medically cleared.
7. **Releasing/Unit staff are to advise school administration and the Clinical Evaluation Guidance Unit (CEGU), via phone, of the youth's release and make an entry into the Integrated Case Management System (ICMS) that notifications were made. Staff will initial the appropriate areas on the release check-off sheet.**
8. **Prior to release, a case conference shall be conducted with the appropriate collaborative partners, and transitional planning will be reviewed to ensure the youth is connected to services in the community related to school, medical and mental health professionals. A Transitional/Reentry Plan shall be provided to the youth if housed 30 days or more, which includes any day(s) housed prior to their transfer to YGC.**
9. Releasing staff will contact the Duty Officer about the youth's release. Staff will bring the youth's file with the latest Court Disposition Sheet to the Duty Officer for clearance signature. **Youth, DPCO and SPCO to sign the completed release check-off sheet.**
10. Contained in the youth's personal property upon entry to YGC there is a small plastic bag used for escort items, i.e., wallets, jewelry, small change, belt, etc. This plastic bag must **be opened prior to the youth's release to verify all belongings are accounted for.**
11. After the youth's release, adjust the population count in the ICMS, unit roster, and the counselor caseload assignment board. Notify the front office. Pull the medical treatment sheet and write "released" on medical sheets and place in the nurse's mailbox.
12. A release summary will be printed by computer by the YGC clerical staff and later filed in the youth's facility file by unit staff.
13. The facility file should be forwarded to the unit supervisor so all **documents** can be **reviewed**. Once the file is signed off by the unit supervisor, the file is to be routed to Juvenile Hall records.

#### IV. PROCEDURE: Youth Leadership Academy (YLA)

##### A. YLA Clerical Staff/Unit Supervisor/Duty Officer

1. Each morning, a member of the YLA clerical staff will check with the front office and the ICMS YLA Population Roster to ascertain the names of youth to be released that date. This date must be verified against the Court Disposition Sheet in the youth's **facility** file. If a minute order is available, the minute order overrides any discrepancies between the Court

Disposition Sheet and Minute Order. The date the youth receives their commitment is counted as the first day of their commitment, unless it is stated that they are to receive credit for their time served. The day of release is counted as the last day of commitment, regardless of the hour of either admittance or release. The YLA clerical staff will check with unit staff and request staff to verify a pickup time with parents if it has not been done the day before. Times of release should be arranged between 8 a.m. and 5 p.m. No youth is to be released prior to 8:00 a.m. on the day of their release. Exceptions can be made on a case by case basis, with administrative approval.

2. If previous to the youth's release date, the parents or guardians indicate that they will not assume custody of the youth on their designated release date, the following steps should be taken:
  - a. Unit staff will write a Special Incident Report (SIR) documenting the conversation with the parent or guardian indicating they would not be assuming custody.
  - b. The youth's assigned Deputy Probation Officer (DPO) must be notified and the following alternatives considered:
    - (1) Alternate placement considerations.
    - (2) Youth remaining at YLA while awaiting placement (which may require a modification petition to be initiated by the DPO).
  - c. Notify Administration of any decisions or recommendations resulting from communication with DPO.
  - d. If, after alternatives are explored, it is decided that youth will return to Orange County Juvenile Hall on the day of release, the unit Supervising **Probation** Correctional Officer (SPCO) or the Duty Officer will initiate the necessary paperwork and make arrangements for the youth to return to Juvenile Hall on the day of their scheduled release.
3. If, on the day of the scheduled release, the parents indicate that they will not, or have no means to pick up their child, the Duty Officer must be notified. The Duty Officer will attempt to contact the youth's DPO to inform them of the circumstances.
4. If the parents do not arrive by 5 p.m. on the date of final court release, the p.m. Duty Officer must arrange for staff to transport the youth and lodge them in Juvenile Hall, alleging 778 WIC. Send their personal property, **facility** file, all medical records, treatment sheet, and any medications. If the parents arrive or are contacted prior to midnight, they are to be instructed to contact Orange County Juvenile Hall and arrange for release of their child. This information will be recorded in the Duty Officer's Shift Summary, and unit staff will write an SIR reflecting the attempts or contacts with parents.

B. Deputy **Probation** Correctional Officer

1. **Obtain a YLA Release Check-off Sheet and complete the top section.** Verify time and date of release with parents the day prior to release. If possible, releases are to be scheduled between 8 a.m. and 5 p.m. No releases are to be scheduled before 8:00 a.m., except with prior Administrative approval.
2. Supervise the youth while they clean out their room. Check all County-issued property and the assigned room for damage. Submit an SIR if any County property has been damaged.
3. Obtain personal property from unit property room and verify that all items are accounted for against the Juvenile Hall Personal Property Inventory form/YLA Personal Property Inventory form.
4. Upon notification that the parents have arrived, have the youth change into their personal clothing. Staff are to maintain control of escort items.
5. The releasing **DPCO** will sign the designated area on the bottom of the Personal Property Inventory Form **acknowledging** that youth has received all property prior to release from YLA. The youth's parent/guardian and the youth will sign in the designated area above the releasing staff's signature to indicate the youth is leaving YLA with all personal property which he arrived with at YLA. If the youth's facility file arrives at YLA with the Personal Property Sheet Form B, the youth will sign the form under "other institutions" indicating that the youth arrived at YLA from Juvenile Hall with all their property. Upon release, only the youth and staff signatures are required for the youth to withdraw property upon their release date. No parent/guardian signatures are needed for Personal Property Sheet Form B when youth is being released from YLA, after being transferred from Juvenile Hall. For both forms, the white copy of the personal property sheet, after all necessary signatures are completed, remains in the youth's facility file. The yellow copy, after all necessary signatures are completed, remains with the youth upon release. If there is any property which was being held in the **JH** safe while the youth resided at YLA, **it will be picked up by YLA staff the day of the youth's release and provided to the youth/parent.**  
  
Releasing staff will **initial the appropriate areas on the release check-off sheet confirming** the youth's room has been cleaned and inspected and that personal clothing and property has been delivered.
6. The Juvenile Hall Medical Unit will send a nurse to YLA prior to 9 a.m. to medically clear the release, give any medications that are needed, and inform the parent/guardian of any upcoming medical appointments or further instructions. The nurse will then **initial the appropriate area on the release check-off sheet.** If a youth is being released on the weekend, arrangements will be made prior to the weekend to have the youth medically cleared.
7. **Releasing/Unit staff are to advise school administration and the Clinical Evaluation Guidance Unit (CEGU), via phone, of the youth's release and make and entry into the Integrated Case Management**

**System (ICMS) that notifications were made. Staff will initial the appropriate areas on the release check-off sheet.**

8. **Prior to release, a case conference shall be conducted with the appropriate collaborative partners, and transitional planning will be reviewed to ensure the youth is connected to services in the community related to school, medical and mental health professionals. A Transitional/Reentry Plan shall be provided to the youth if housed 30 days or more, which includes any day(s) housed prior to their transfer to YGC. Staff will initial the appropriate area on the release check-off sheet.**
9. Releasing staff will contact the SPCO/Duty Officer about the youth's release. Staff will bring the youth's file with the release form to the SPCO/Duty Officer for clearance signature. **Youth, DPCO and SPCO to sign the completed release check-off sheet.**
10. Contained in the youth's personal property upon entry to YLA may be a small plastic bag used for escort items (i.e., wallets, jewelry, small change, belt, etc.). These items are usually stored in [REDACTED] and will require an additional signature for release.
11. After the youth's release, adjust the population count in ICMS, indicating to whom the youth was released. In addition, adjust the unit roster and the staff caseload assignment board. Notify the YLA front office during regular business hours. If the nurse did not pick up the medical treatment sheet when the youth was cleared for release, forward the form to the Juvenile Hall Medical Unit.
12. A release summary will be printed by computer by the YLA clerical staff and later filed in the youth's facility file by unit staff.
13. **The youth's facility file should be left for the unit supervisor so all documents can be reviewed.** Once the file is reviewed by the unit supervisor, the file is to be routed to Juvenile Hall booking/records.

#### REFERENCES:

Procedures:	2-4-102	Consular Notification and ICE Detainers
	3-3-001	Reporting Juvenile Facility Escapes
	<b>3-8-013</b>	<b>Temporary Releases and Furlough Procedures</b>
	<b>3-9-006</b>	<b>Youth's Personal Property</b>
	3-12-005	Medical Temporary Release
	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
	<b>3-15-002</b>	<b>Facility Case Plan, and Transitional/Reentry Plan</b>
Policy:	D-7	Search and Seizure
	F-7	Personal Property of Minors in Juvenile Institutions
	F-10	Medical Examinations and Treatment of Juveniles

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**APPROVED BY:**